



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.23

Subject: **Transporting Youth in Youth Development Centers
and DCS Group Homes**

Supersedes: DCS 27.23, 01/01/04

Local Policy: No

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: **07/01/98**

Revision date: **04/01/05**

Application

To All Department of Children's Services Youth Development Center Superintendents
and DCS Group Home Supervisors and Employees

Authority: TCA 37-5-106

Policy

Employees shall follow appropriate guidelines and procedures to ensure safety and security when transporting adjudicated delinquent youth outside of the facility or from one jurisdiction to another.

Procedures

A. Written local procedures

1. Responsibility

Youth development center superintendents and DCS group home supervisors must establish written procedures for transporting youth. The procedures must be reviewed annually and documented.

2. Contents

Written procedures must include, at a minimum, the following:

- a) Provisions to ensure that appropriate documents are transported with youth(s) (see DCS policy [9.8, Transfer](#))

of Child/Youth Case Files),

- b) Consideration of security requirements of the youth(s) being transported,
- c) Provisions to ensure that transported youth are restrained by safety and/or seat belts at all times while the vehicle is in motion,
- d) Responsibilities of the vehicle operator,
- e) Emergency procedures,
- f) Specific limitations or prohibitions, if applicable, and
- g) Procedures for transporting female youth off-campus. A female staff member must accompany a female youth at all times when being transported off-campus.

Forms

None

Collateral Documents

None

Standards

ACA 3-JTS-3A-15

DCS Practice Model Standard- 8-303

DCS Practice Model Standard- 8-306